

Fax Transmittal Memo

FEB 07 1995

To **JOHN OLSON**
 Company **TRADE RESOURCES INC.**
 Location
 Fax #
 Telephone #

No. of Pages **3**Today's Date **2/7/95**

From

Company

Location

Fax #

Dept. Change

Telephone #

Comments

Original
Disposition☐ Destroy☐ Return☐ Call for pickup

JOHN, I'm FLYING HOME THIS FROM THE
 ROAD - I SHOULD BE BACK TOMORROW P.M.
 ALSO, I'LL FAX YOU THE FLOW DIAGRAM THEN.
 BEST REGARDS. R.H.

Implementation

ECC will implement its program based upon 4 primary objectives:

1. Provide financing for eligible exporters' foreign receivable;
2. Organize finance documentation to meet credit insurer's policy mandates;
3. Provide instant access to documentation through electronic imaging and computerized document management system;
4. Create an extensive exporter/buyer database for marketing and administration purposes.

Pre-qualification

Initial contacts with prospective exporter clients are initiated by ECC's marketing personnel. In the pre-qualification phase, an informational exchange is conducted between the responsible ECC marketing officer and the exporter. An ECC computerized questionnaire form is provided to the exporter to ascertain and organize appropriate information submitted by the exporter (i.e., exporter's financial information, buyer information, sales terms, buyer payment history, freight forwarder information, bank/trade references, etc.). This data is then electronically captured and stored into ECC's computer database for approval processing.

Once the exporter's information is stored in ECC's computer system, this information can then be processed and manipulated to generate specific reports and applications forms for credit approval and insurance application submission. Concurrently, a status/progress report can be generated to assist the marketing personnel to track the

Approval

Once credit and insurance approval is granted to an exporter, ECC can then activate the exporter's pre-established account (during the pre-qualification phase) to await utilization. At the same time, an "Exporter Package" can be generated by ECC's computerized system for presentation to the approved exporter.

This Exporter Package may include: A congratulatory cover letter, a general information booklet on ECC's financing program, the ECC Export Assist software program diskettes, a

"Let's Get Started" manual (a very brief and to the point installation manual - which can be a trifold - to help the exporter load the program software onto his computer); a tutorial manual with a tutorial program diskette, a more detailed reference manual (which basically replicates the user's manual embedded into the software), an 800 telephone number for technical assistance.

Utilization, Maintenance and Service Support

Monitoring utilization and on-going service support will be the responsibility of ECC's operations group.

Utilization of the ECC financing program and the related software can be relatively transparent and effortless to the exporter. This is accomplished through the usage of ECC's computerized shipment and finance management system installed at the exporter's site. This program can function either as an off-line, user based system, or it can interact on-line via modem with ECC's host computer system for certain applications (i.e., transmitted shipment reports, transfer electronic images of shipment documents, update/validate credit availability, buyer payment information/status, retrieve archived documents, etc.).

Under both ECC's in-house system and the exporter's remote system, the exporter's sales can be electronically tracked from its inception, until the shipment invoices are repaid by the exporter's buyers. As part of this tracking process, ECC's software can manage the exporter's credit line (i.e., availability, usage, interest calculation and payments, etc.), track progress of pending sales, generate documentary checklist, activity reports, diaries, shipment reports and make financing requests to ECC electronically.

Furthermore, the exporter's shipment activities, as well as supporting documentation can be electronically transmitted to and stored in ECC's computerized shipment monitoring and finance management system. Disbursement of the financing proceeds can be electronically transferred into the exporter's account based upon approvals of the shipment financing requests received by ECC. Likewise, collection of the exporter's receivable can be paid into a "lock-box" arrangement at ECC and provide automatic information updates to the exporter's, and ECC's computer systems.

In the event of a claim, archived documents can be readily and immediately retrieved, organized and submitted to the insurer to expedite payment to ECC.

On a regular or periodic basis, reports, audit proofs, and other general or transactional information (i.e., accounting entries, utilization history, credit information, etc.) can be automatically generated or distributed among the

marketing, operations, finance, and credit administration groups. This will allow the member ECC group to administer their respective responsibilities (i.e., Finance Administration: accounting, cash disposition/funding; Credit Administration: credit insurance monitoring, documentation compliance; Marketing: Customer utilization history; etc.).

Also, notices of reminder (i.e., credit availability notices, renewal notices, dunning notices to delinquent buyers, etc.) can be generated and sent out on a demand basis.

Additionally, the extensiveness of the data captured by ECC's computerized system will provide an invaluable database for both ECC and its clients. This will provide future marketing tools and/or products for ECC to exploit.